

23 MAY 1955

*File
4A H/a
policy*

MEMORANDUM FOR: Deputy Director (Support)

SUBJECT : Purchase of National Cash Register Machine for
Use by the Insurance and Casualty Division

1. The practicability of subject purchase has received favorable action both as the result of a survey made by Mr. [] of the Management Staff, as well as by unanimous approval of the Board of Directors of GEHA, Inc., at its meeting held on 5 April 1955. Mr. [] survey estimates that the utilization of such machine should result in a saving of approximately \$6,800 per annum in Agency funds, against an outlay of approximately \$2,500 for the cost of such machine. Such purchase was also recommended in a memorandum from Acting Chief, Audit Office in its Audit Report dated 28 January 1955. Copies of these above-cited memoranda have previously been forwarded to your office.

2. It is therefore requested that approval be granted for this purchase and that the cost of this equipment be absorbed within the allocation of the Office of Personnel for Fiscal Year 1955, under account #5-6506-20, since it cannot be absorbed in the next Fiscal Year 1956 without eliminating some other requirement which was originally included.

SIGNED

Harrison G. Reynolds
Director of Personnel

OP:ESD: [] :ki(26 May 55)

Distribution:

- 0 & 1 - Addressee
- 2 - D/Pers
- 1 - C/ESD
- ✓ - C/ICB

CONFIDENTIAL